

5.3.7 RFA Reports Overview

5.3.7.1 Running Reports

The following paragraphs explain the procedures of running online or printed reports and saving reports to a file. To run any of the reports, the user logs on to RFA and the RFA logo window appears, as shown in Figure 5.3.7.1-1.

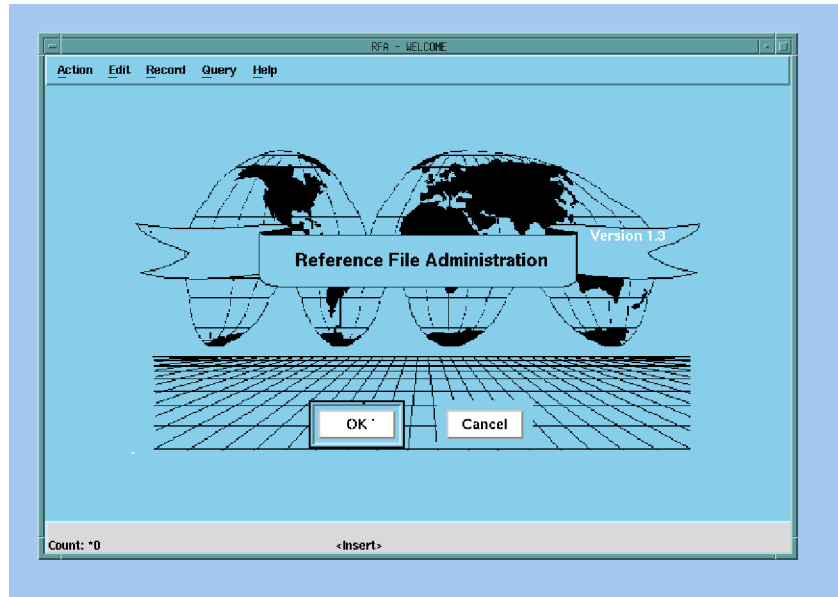


Figure 5.3.7.1-1. RFA Logo Window

Click {OK} to display the RFA - Select File window, as shown in Figure 5.3.7.1-2.

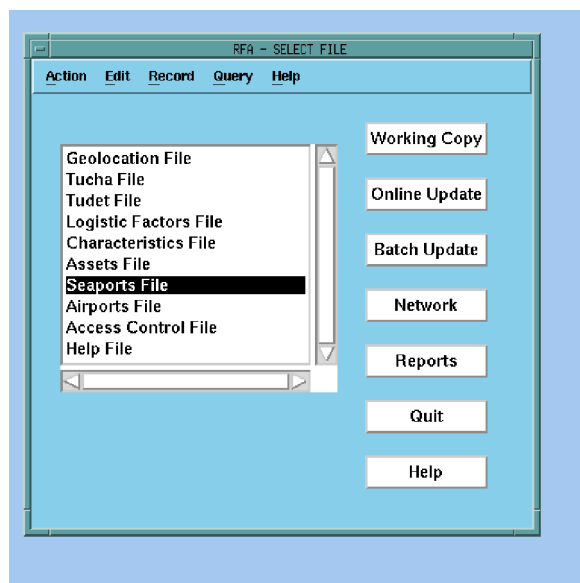


Figure 5.3.7.1-2. RFA - Select File Window

To initiate a report, highlight the desired reference file by clicking on its name in the left box, and then clicking **{Reports}** on the right. The Seaports File is highlighted (see Figure 5.3.7.1-2), as a result, the RFA - PORTS Reports Menu window appears, as shown in Figure 5.3.7.1-3.

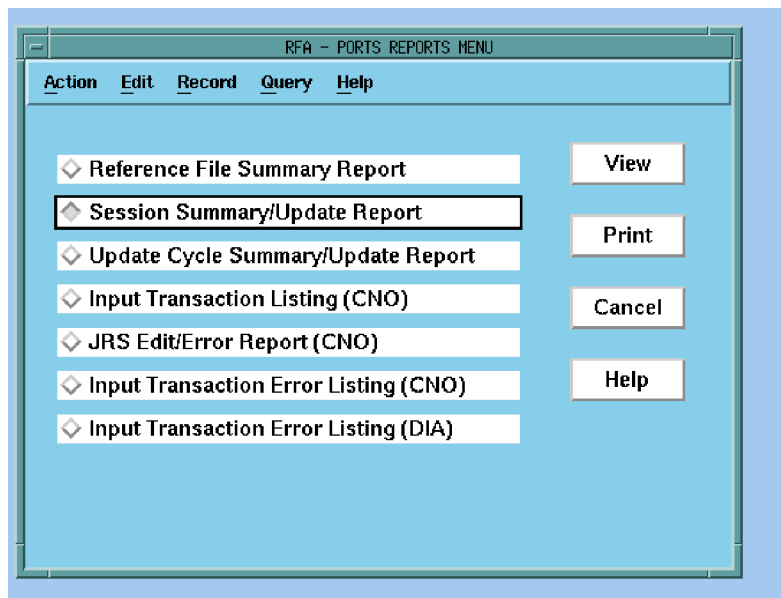


Figure 5.3.7.1-3. RFA - PORTS Reports Menu Window

The Reports Menu contains radio buttons on the left and action buttons on the right.

Push Buttons. This window provides access to the following buttons:

- | | |
|-----------------|---|
| {View} | Initiates a report, and sends the output to a window. |
| {Print} | Initiates a report, and sends the output to the printer. |
| {Cancel} | Exits the RFA Reports Menu, and returns the user to the previous window. |
| {Help} | Provides a description of the options available on the Reports Menu, which is unavailable at this time. |

5.3.7.2 Previewing a Report

To run a report and preview it in a window, highlight a report name, and then click **{View}**. The report displays in the preview window, as shown in Figure 5.3.7.2-1.

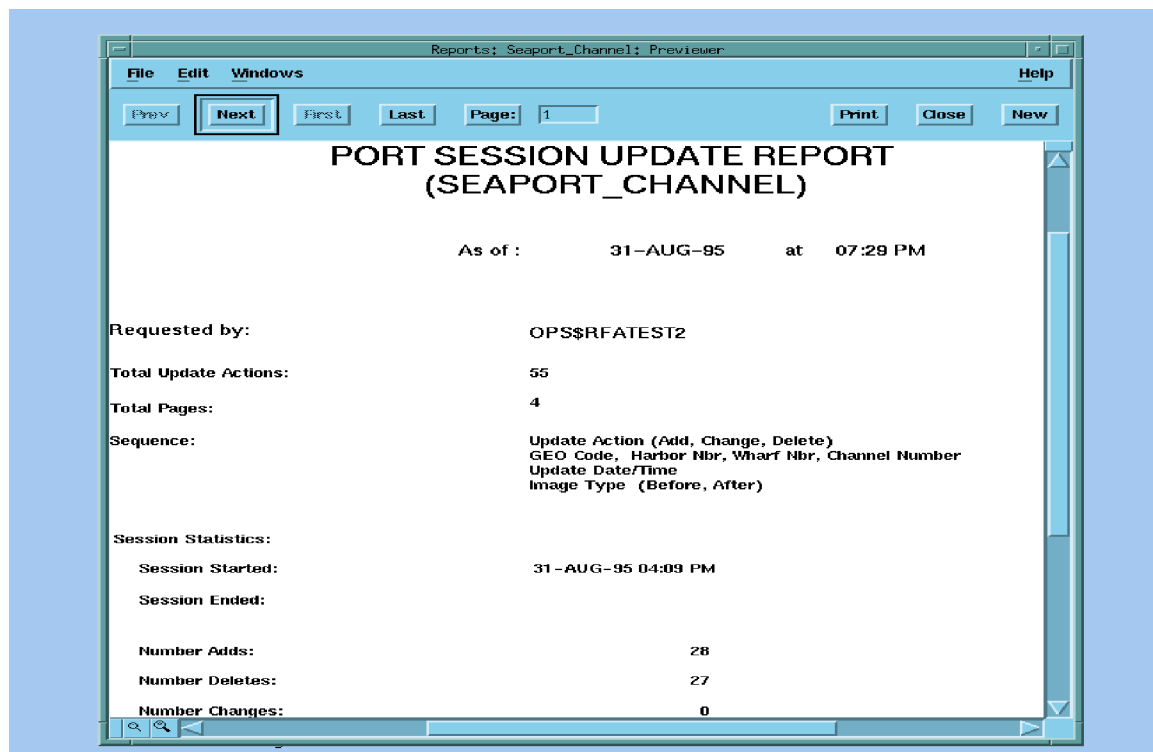


Figure 5.3.7.2-1. Reports: Seaport_Channel: Previewer Window

Push Buttons. This window provides access to the following buttons located on the top of the preview window:

{Prev}	Displays the previous page.
{Next}	Displays the next page.
{First}	Displays the first page.
{Last}	Displays the last page.
{Page}	Displays current page number.
{Print}	Displays the print dialog box.
{Close}	Exits the preview window, and returns the user to the previous window.
{New}	Not Used.

To print a report from the preview window do the following:

Click **{Print}** to display the Print Job dialog box shown in Figure 5.3.7.2-2.

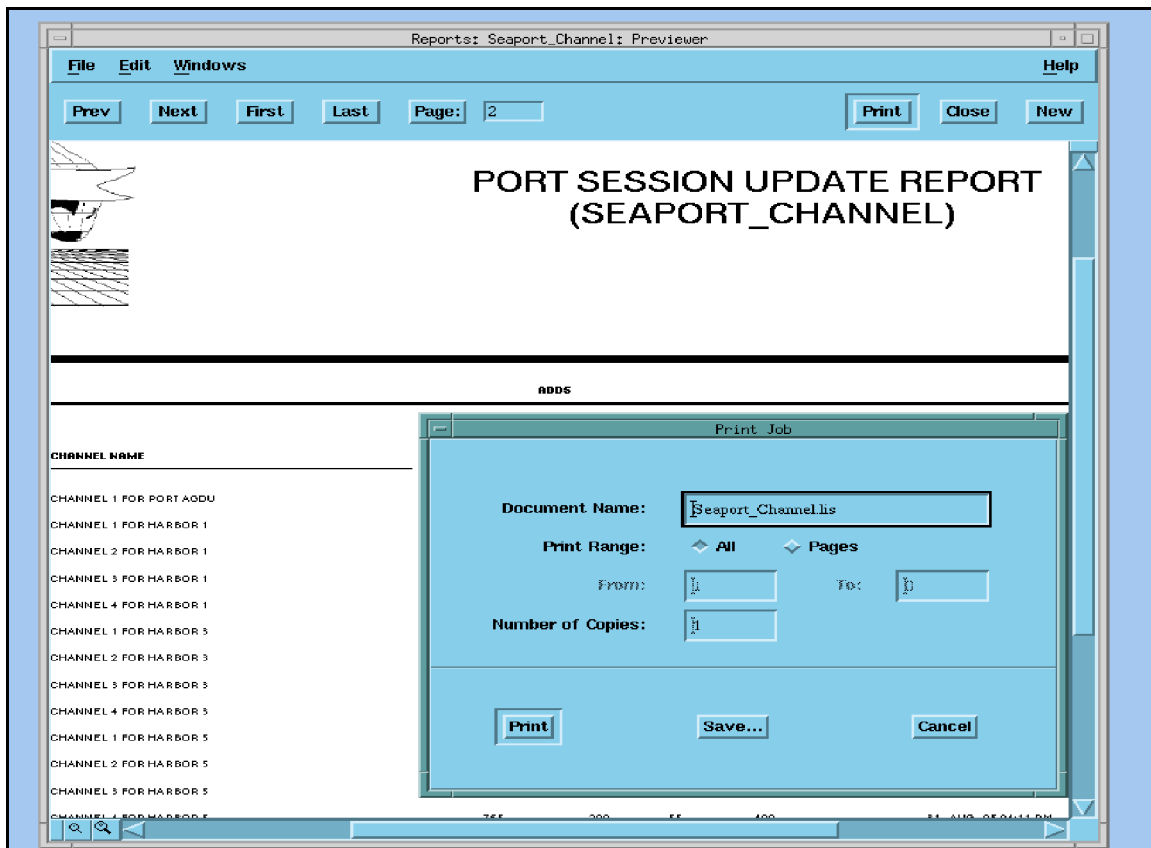


Figure 5.3.7.2-2. Print Job Dialog Box

Push Buttons. This window provides access to the following buttons available at the bottom of the Print Job dialog box:

{Print} Sends a copy of the report to the printer. Before clicking **{Print}**, check and set the print options as follows:

Print Range Defaults to **{All}**, which prints the entire report. To print only a portion of the report, the user may click **{Pages}**. The initially grayed-out “From” and “To” boxes become bold, and the user may enter first “From,” and then “To” page numbers to define a range of pages to be printed.

Number of Copies Changes the number of copies of the report that will be produced. (Defaults to one).

Document Name Not Used.

{Cancel} Closes the Print Job dialog box, and returns the user to the preview window.

{Save}

Copies the report to a file. Clicking **{Save}**, displays the Save File Dialog box, as shown in Figure 5.3.7.2-3.

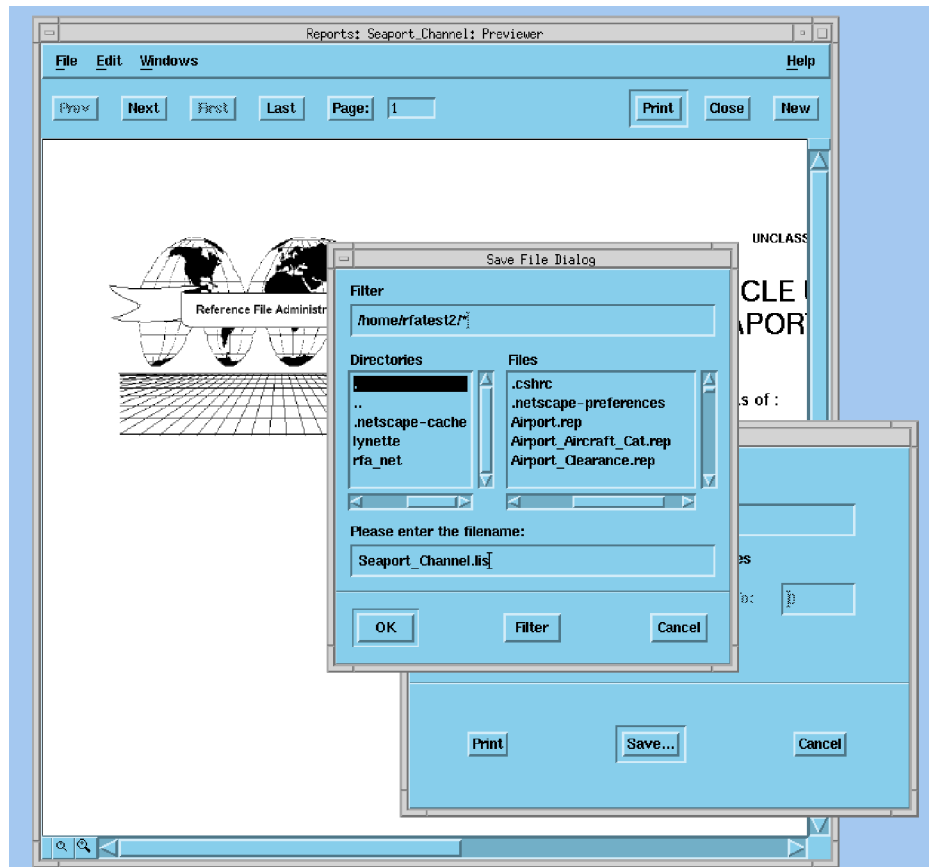


Figure 5.3.7.2-3. Save File Dialog Box

Push Buttons. This window provides access to the following buttons at the bottom of the Save File Dialog box:

{OK} Saves the report under the file name displayed in the filename box.

{Filter} Displays files in the directory whose name appears in the “Filter” Box.

{Cancel} Exits the Save File Dialog box, and returns the user to the preview window.

To save a report:

1. **Enter a Directory Name.** Do one of the following:
 - a. Use the default directory that appears in the “Filter” box.
 - b. Enter a directory name in the “Filter” box.
 - c. Highlight a directory name in the “Directories” box, and click **{Filter}**.

2. **Enter a Name in the Filename Box.** Do one of the following:
 - a. Use the default file name.
 - b. Enter another file name.
 - c. Highlight a file name in the “Files” box.
3. **Click {OK}.**

5.3.7.3 Printing a Report

To run a report and send it directly to the printer, highlight the desired reference file by clicking on its name in the left box, and then clicking **{Reports}** on the right. Figure 5.3.7.3-1 shows the Seaports (PORTS) File being selected. As a result, the Reports Menu shown in Figure 5.3.7.3-2 appears.

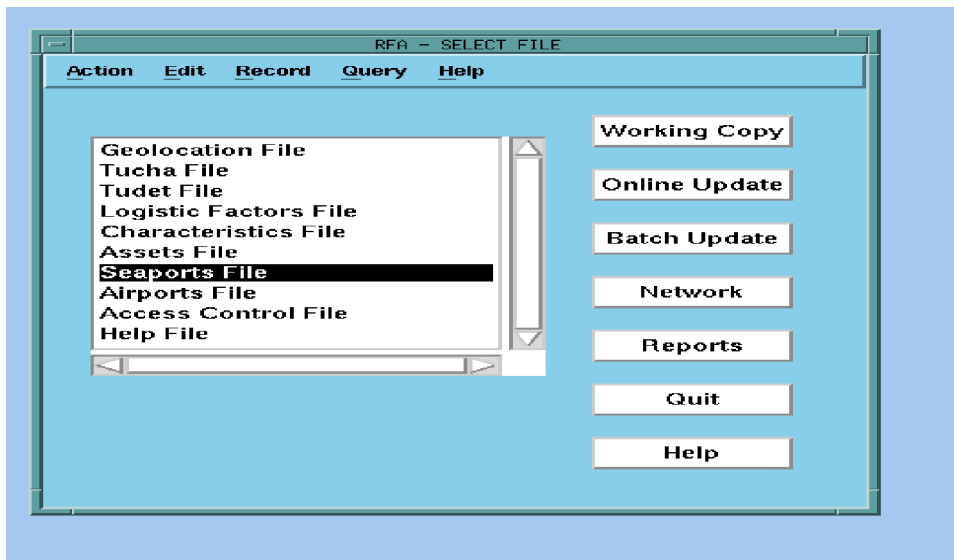


Figure 5.3.7.3-1. RFA - Select File Window Indicating Selection of PORTS

From the Reports Menu, highlight the report desired, and then click **{Print}**, and a printer dialog box, as

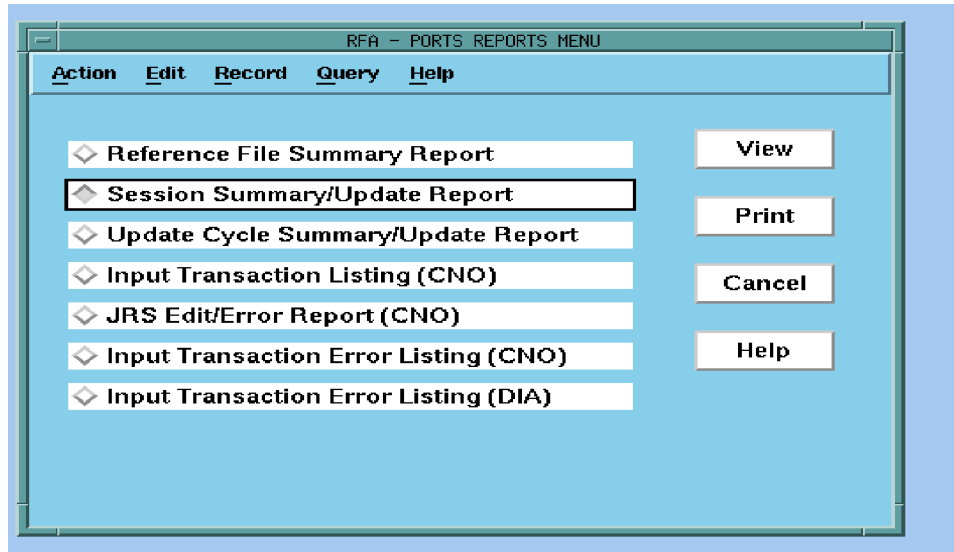


Figure 5.3.7.3-2. RFA PORTS Reports Menu Window

shown in Figure 5.3.7.3-3 appears.

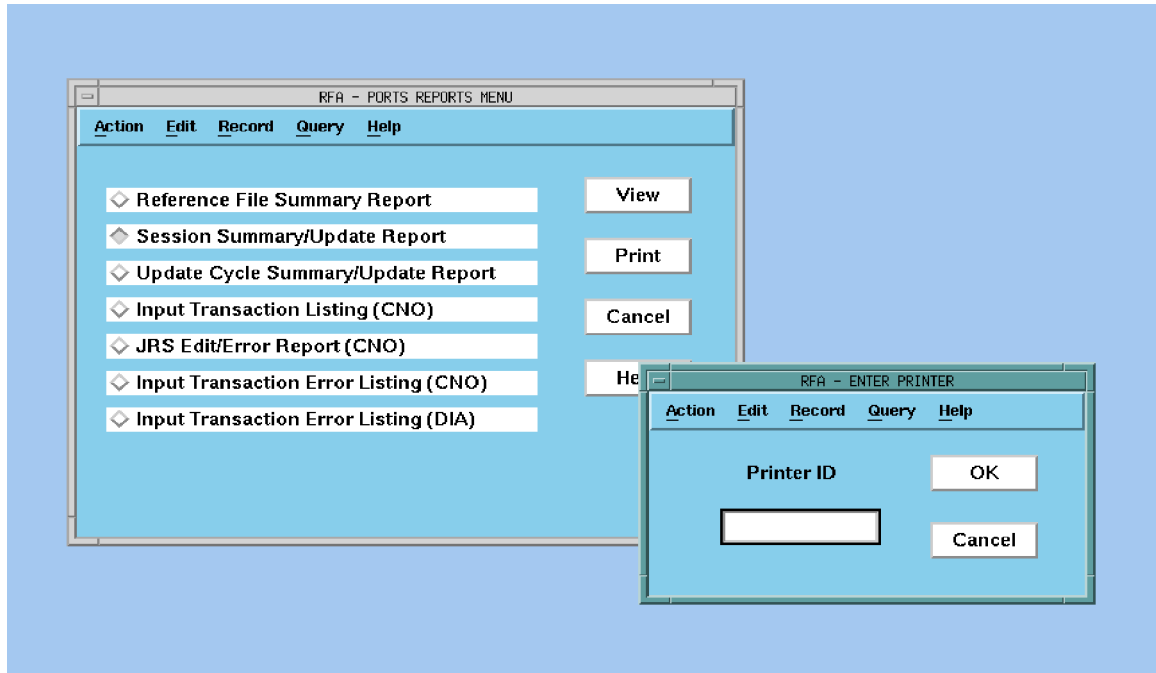


Figure 5.3.7.3-3. Printer Dialog Box

To print a report enter a value in the **{Printer ID}** box, and click **{OK}**, or click **{Cancel}** to exit and return to the previous window.